

**Article 22**  
**PAID SICK LEAVE**

- A. Allowance. Every unit employee in a permanent or limited term position shall be credited with four (4) hours of paid sick leave for each completed eighty (80) hours of service or to a prorated amount if paid service is less than eighty (80) hours in the pay period. Paid service in excess of eighty (80) hours in a biweekly work period shall not be counted.
1. Sick leave shall be credited at the end of the biweekly work period. Sick leave shall be considered as available for use only in pay periods subsequent to the biweekly work period in which it is earned. The prorated amount shall be based on the number of hours in pay status divided by eighty (80) hours multiplied by four (4) hours.
  2. Sick leave shall not be allowed in advance of being earned. If a unit employee has insufficient sick leave credits to cover a period of absence, no allowance for sick leave shall be posted in advance or in anticipation of future leave credits. In the absence of sick and annual leave credits, payroll deduction (lost time) for the time lost shall be made for the work period in which the absence occurred. The unit employee may elect not to use annual leave to cover such absence.
- B. Utilization. Sick leave may be utilized by a unit employee with the approval of the Appointing Authority for the following reasons:
1. In the event of illness, injury, temporary disability, or exposure to contagious disease endangering others, or for illness or injury in the immediate family, which necessitates absence from work. "Immediate family" in such cases means the unit employee's spouse, children, parents or foster parents, parents-in-law, brothers, sisters, and any persons for whose financial or physical care the unit employee is principally responsible.
  2. Sick leave may be used for absence caused by the attendance at the funeral of a relative, or person for whose financial or physical care the unit employee has been principally responsible.
  3. Sick leave may also be used for an appointment with a doctor, dentist, or other recognized practitioner to the extent of time required to complete such appointments when it is not possible to arrange such appointments for non-duty hours.
  4. A unit employee may also use sick leave for a health screening appointment at an authorized Employer operated Health Screening Unit.

C. Disability Payment. In case of a work incapacitating injury or illness for which a unit employee is or may be eligible for work disability benefits under the Michigan Workers' Disability Compensation law, such unit employee, with the approval of the Appointing Authority, may be allowed salary payment which, with the work disability benefit, and any other statutory benefit, equals two-thirds (2/3) of the base salary or wage. Leave credits may be utilized to the extent of the difference between such payment and the unit employee's base salary or wage.

D. Pay for Accumulated Sick Leave

(Employees Initially Hired Before 10/1/80).

1. A unit employee who separates from the state classified service for retirement purposes in accordance with the provisions of a State Retirement Act shall be paid for fifty percent (50%) of unused accumulated sick leave as of the effective date of separation, at the unit employee's final base rate of pay.
2. Upon separation from the state classified service for any reason other than retirement or death, the unit employee shall be paid for a percentage of unused accumulated sick leave in accordance with the following table of values. Payment shall be made at the unit employee's final base rate of pay.

<u>Sick Leave Hours</u>	<u>Percentage Paid</u>
Less than 104	0
104 - 208	10
209 - 416	20
417 - 624	30
625 - 832	40
833 or more	50

3. No payoff under this Section shall be made to any unit employee initially appointed to the state classified service on or after October 1, 1980.

E. Proof. All requests for use of sick leave shall be certified by the unit employee as to its purpose. The Appointing Authority may require that a unit employee, at the Appointing Authority's cost, present medical certification of physical or mental fitness to continue working.

F. Return to Service. Previous unused sick leave allowance shall be placed to the credit of a laid off unit employee upon return to permanent employment within five (5) years of such layoff. A separated unit employee who received payment for unused accumulated sick leave under this Section and who

returns to service shall not be credited with any previous sick leave allowance.

- G. Transfer. Any unit employee who transfers, or who is reassigned without a break in service from one principal Department to another shall be credited with any unused accumulated sick leave balance by the principal Department to which transferred or reassigned.